

## Ryde Secondary College

### Enrolment Policy

Ryde Secondary College is a co-educational high school, offering a comprehensive and quality education for all students from Years 7-12. It is a partially selective high school offering two academically selective classes in each year from Years 7-10. An additional gifted and talented class is offered in each year group, selected from school based assessments. In most years, three additional mainstream classes are also offered. The College also provides differentiated learning for students with special needs, with three classes in the Support Unit.

Ryde Secondary College has a geographic enrolment area defined by the Department of Education and Communities, and has a ceiling on the number of enrolments that can be accepted.

The enrolment ceiling is 180 students for each of Years 7, 8, 9 and 10. Successful placement at Ryde Secondary College depends upon meeting a set of criteria determined by the College community.

Student enrolments are in three categories:

- Mainstream
- Selective
- Special Education (Support Unit)

### Mainstream Placement

#### Enrolment Criteria

Criteria for selecting enrolment applications for Years 7 to 12 (*listed in priority order*)

#### 1. Local

- a) residential location within the geographic enrolment area as defined by DEC guidelines.

#### 2. Non Local (Local enrolments ceiling applies first)

*Note: These criteria are not listed in a priority order*

- a) siblings already enrolled at the College (offers to non-local siblings will be prioritised on the basis of residential proximity to the College);
- b) compassionate/special circumstances considered on an individual basis;
- c) long-term affiliation with the College (prioritised on the basis of residential proximity to the College);
- d) Aboriginality;
- e) medical reasons
- f) International Fee Paying students to be placed after all non-locals
- g) availability of subjects or combinations of subjects
- h) access to a co-educational setting
- i) structure and organisation of the school

## Enrolment Procedures

### 1. Local Enrolment

A local enrolment is a student whose permanent residence is situated within the geographic enrolment area.

a) Applicants residing in the College's geographic area should complete and submit the form *Application to enrol in a NSW government school*. This form is available at:

<https://www.det.nsw.edu.au/languagesupport/documents/enrol/application.htm> .

b) The College will seek two pieces of evidence demonstrating local resident status through the provision of current original documents. These are listed below:

- Council Rates or Rental Agreement Contract
- Most current Electricity Account

c) Visa Status of non-Australian citizens will be checked with regard to fees necessary to be paid to the Government (Temporary Resident Visa Unit).

d) Guardianship arrangements for enrolling students will need to be confirmed with the College by the students' parents.

e) Court Orders for enrolling students will need to be confirmed with the College by the student's parent.

### 2. Non Local Enrolment

A non local enrolment is a student whose permanent residence is beyond the College's geographic enrolment area. Parents or caregivers living outside the College's geographic enrolment area may apply to enrol their child(ren) at the College.

a) Places for non-local applicants will be considered in the light of whole school and each academic year's enrolment figures, given:

- i. Availability of appropriate staffing
- ii. Availability of learning spaces, and
- iii. The requirement that sufficient buffers be left to accommodate possible new local enrolments throughout the school year.

c) Satisfying one or more of the enrolment criteria does not guarantee enrolment. Offers of enrolment to non local applicants may only be made when places are available. Having a sibling enrolled does not automatically guarantee enrolment. Applicants who satisfy any one or more of the above non local enrolment criteria will not be made offers of enrolment if places are not available.

d) Non local applicants who are made offers of enrolment will be required to complete and submit the form *Application to enrol in a NSW Government school* prior to their enrolment being finalised and commencement of attendance at the College.

e) Waiting lists for each academic year may only be established if there are realistic expectations of places becoming available for non local applicants.

## **College placement panel for non-local enrolment**

Where demand for non local places exceeds places available, a placement panel, composed of the Principal or their nominee, a representative from the P and C, and member of the enrolment team reviews written applications, considers the advice of the principal after interview and determines whether to enrol the student, decline the application or place him/her on a waiting list.

## **Special Education (Support Class) Placement**

Ryde Secondary College provides specific classes to support students with mild intellectual disability and moderate intellectual disability.

Enrolment in these classes is subject to regional placement panel procedures. Please call the **Northern Sydney Region Disability Program Consultant on 9886 7000** to arrange a visit.

## **Year 6 into Year 7 enrolments**

### **Parents of students currently enrolled in a NSW public school**

You should obtain an expression of interest for placement in Year 7 form from your current school. They will send your completed form to the high school of your choice and once a decision has been made, the high school will write directly to you. If your application is successful they will arrange for the transfer of your child's details to them. You may be asked to make an appointment with the high school to discuss next steps.

### **Parents of students currently enrolled in a non-government school**

Contact Ryde Secondary College to obtain an expression of interest for placement in Year 7 form, to be completed and returned. The school will contact you once a decision has been made about your child's potential enrolment, and inform you of the next steps in the process.

### **If your child has a learning difficulty or special need**

Please contact the local regional office by phoning 02 9886 7000. Depending on your location and your child's needs, you may have access to regular classes in regular schools, support classes in regular schools or a school with specific support services. The student support team at your local regional office will arrange for initial assessment of your child, and review by the regional placement panel in the first instance.

## **Selective Placement**

Parents may apply for students to be enrolled in Year 7 at selective high schools.

Ryde Secondary College is a partially selective high school. Selective high schools provide an educationally enriched environment for highly achieving, academically talented students. Partially selective high schools have community-based (mainstream) classes as well as selective classes.

### **Year 7 Application**

This process starts in Primary School and involves lodging an application (online) and the Year 6 student sitting the Selective Schools Placement Test in March. The outcome of the application is usually notified in July. The individual school does not have any control over Year 7 placements.

### **Years 8 – 12 Application**

Vacancies can occur in Years 8 to 12 in selective classes. Entry to selective high school classes in Years 8 to 12 does not depend on a centralised program as entry to Year 7 does. A common application package applies to all schools and is available from selective high schools, school education group offices and on the internet, and is available from mid-June

each year. The application is usually available for download nearer the time of application with a closing date the last Thursday of July.

A selection committee is established to consider and rank applications. Criteria for entry are:

- ✓ Academic merit
- ✓ Australian citizenship and residency status
- ✓ Residential address (in NSW)
- ✓ Enrolment policy
- ✓ Courses of study

See: [http://www.schools.nsw.edu.au/gotoschool/types/shs\\_ahs\\_details.php](http://www.schools.nsw.edu.au/gotoschool/types/shs_ahs_details.php)

High Performing Students Unit

Email: [ssu@det.nsw.edu.au](mailto:ssu@det.nsw.edu.au)

Phone: (02) 1300 880 367

Fax: (02) 02 9266 8435

Postal Address: Locked Bag 53 DARLINGHURST NSW 1300

### **International Fee Paying Students**

International fee paying students may apply for enrolment at the College. Enrolments of international full fee paying students must be arranged through DEC International. Under Australian Government regulations, overseas students and their dependents have a lower enrolment priority than Australian citizens, permanent residents and temporary residents. The student must present with a dependant and student visa.

Students holding a 571 Student Visa wishing to enrol into Years 7 to 10 will only be considered if there are no local students waiting for placement. **Students must intend to reside within the geographic enrolment area.**

Students holding a 571 Student Visa who apply for entry into year 11 for the HSC will be considered for placement after interview with the Principal. Placement is also dependent on availability of courses that the student has chosen to study. **Students must intend to reside within the geographic enrolment area.**

For all international students, applications are made through DEC International

<http://www.decinternational.nsw.edu.au>.

Phone: 02 8289 4777

**The Principal is to make the final decision and give the final approval for enrolment.**

### **Enrolment of Temporary Residents**

The temporary resident visa allows for the enrolment on a temporary basis of school aged students in a New South Wales government school. Enrolment is only for the period specified on the visa. The student must present with a dependant and student visa.

### **Exchange Students**

Exchange students may enrol in NSW high schools for a period of one to twelve months on student visas. Their enrolment is arranged with the principal by the exchange organisation prior to their arrival. Enrolment is at the discretion of the Principal.

## Visitor Visas

Visitor Visas include business visitors, medical treatment visitors and tourists. A student on a visitor visa may be able to enrol for a maximum period of three months which cannot be extended. Students on visitor visas must arrange their enrolment through the Department's International. Enrolment is at the discretion of the Principal.

For all enquiries regarding overseas students:  
Website: <http://www.decinternational.nsw.edu.au>  
Phone: 02 8289 4777

## Required Identification for All Enrolments

### Proof of Address – 2 original documents required as follows

If owner of property – Originals of:

- Council Rates Notice
- Most current Electricity Account

If renting – Originals of:

- Rental/Lease Agreement Contract
- Most current Electricity Account

If sharing a house and Proof of Address documents are not in your name we require:

- A Statutory Declaration from you stating you are living at the said address. Must be signed by a Justice of the Peace (JP)
- A Statutory Declaration from the owners of the property stating that they have agreed for you to live with them. Must be signed by a Justice of the Peace (JP)
- Two Proof of Address documents 'as above' in the owner/leasee name

**If the prospective student is a relative or child in your care who has come to live with you, we also require:**

- Official documentation regarding change of guardianship

### Proof of Identity

Students enrolling must produce one of the following documents:

- **Birth Certificate** – if the child and parent/s born in Australia or New Zealand
- **Passport** or **Australian Citizenship** – if the child was born overseas and is an Australian Citizen
- **Passport** (and visa if applicable) – if the child was born overseas and not Australian citizen

*If a child was born in Australia and both parents are born overseas, it is necessary to sight the child's passport **and** also the parents' passports.*

## **Legal ramifications of providing false information in order to gain enrolment at a particular school**

The College checks all documents and information provided to support enrolment.

If a person provides materially false or misleading information to a school when making an application for enrolment, this is an offence under Section 307B of the *Crimes Act 1900* and carries a penalty of up to two (2) years imprisonment, \$22,000 fine or both.

If a person provides a statutory Declaration he or she knows to be false, for the purposes of gaining entry to a school, he or she commits an offence under Section 25A of the *Oaths Act 1900* which carries a penalty of seven (7) years imprisonment.

## **Risk assessment**

All enrolment applicants will be subject to a risk assessment and where appropriate, interviewed prior to confirmation of enrolment.

## **Refusal of Enrolment**

Principals may refuse enrolment of a student at this school, on the grounds of previously documented violent behaviour, if there is evidence that the student has not learned the appropriate skills to manage this behaviour.

## **Enrolment confirmation**

The Principal is to make the final decision and give the final approval for enrolment. An interview is not a confirmation of enrolment.

## **Appeals**

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal. The principal will seek to resolve the matter. If the matter is not resolved at the local level the district director will consider the appeal and make a determination. The district director will consult with the relevant principals and school communities as necessary.